



# Vendor Application

Sat. October 29, 2016 • 10am- 7:00pm • Gilbert Heritage District

**DEADLINE: All Vendor Applications must be received by October 6, 2016-6pm**

## About You and Your Organization

*All paperwork, maps, instructions, etc., will be sent to the person and address listed here, so please help us out by being accurate and clear!*

The Gilbert Special Events staff will review all applicants based on booth presentation, appropriateness to theme of the event, prior participation, and product offering. Businesses/Organizations will be notified via email or phone of their status. If accepted all fees due by deadline.

Name of Business/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_

General description of product and price range:

\_\_\_\_\_  
\_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Website Address: \_\_\_\_\_

Best way to contact you? ☐ No Preference ☐ Email ☐ Phone ☐ Regular Mail

I, (print your name) \_\_\_\_\_ as the authorized agent for the above named organization agree to hold the Town of Gilbert harmless for theft of, damage to, loss or destruction of merchandise, materials, equipment or personal property which I may have on the grounds of a Town of Gilbert special event and any injury or damage that might be caused to others arising from my organization's participation in this event. I also understand that the Town of Gilbert will not be held responsible for sales, weather, or other unforeseen revenue losses and does not guarantee revenues or numbers of event patrons. I also certify that the above named organization is in compliance with all State health and tax regulations and if applicable, operations are appropriately permitted by Maricopa County. All requests are subject to acceptance by Town of Gilbert staff and their decision is final. I understand that my signature holds me responsible for the information on this agreement. By signing below I agree to abide by the rules and conditions set forth by the Town of Gilbert. If you are accepted and have been formally notified, additional fees may be paid in one of two ways: Credit Card or Check (which can be made directly to the Town of Gilbert- Parks and Recreation/ Special Events).

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

# Vendor Fees

(Please check all that apply to your needs)

**For Office Use Only:**

**Code:** SE129 88514

## **VENDOR FEES (Non-refundable)**

- |   |                   |                               |
|---|-------------------|-------------------------------|
| <input type="checkbox"/> Artist/Crafter       | 10x10 Booth Space | <input type="checkbox"/> \$50 |
| <input type="checkbox"/> Informational/Retail | 10x10 Booth Space | <input type="checkbox"/> \$50 |

## **OVERSIZED BOOTH FEE**

(Any booth larger than 10'x 10' add \$25)

- |                                  |
|----------------------------------|
| <input type="checkbox"/> \$25.00 |
| <input type="checkbox"/> \$25.00 |

**Light towers will be provided for vendor area. If you would like electricity directly to your booth it is an additional \$25. You must provide your own lights and extension cord.**

- ☐ Electricity \$25.00

If you are accepted, Booth Fees must be paid by deadline. (NOTE: vendor booth locations will be based on receiving completed paperwork, fee payments-according to received time/date stamp and timeframe selected. Details will be included in vendor acceptance notification.)

- Vendor selection will be based upon the Gilbert event needs, types businesses, appropriateness to theme of event and space available.
- **All fees, insurance and licenses are due prior to vendor participation in event.**

# APPLICATION REQUIREMENTS

The following information is required for ALL APPLICATIONS (applications NOT including the following will not be considered):

- ☐ Completed Application
- ☐ Space requirements/ footprint diagram with measurements
- ☐ Description of product and price list or if accepting donations
- ☐ Booth Photo

**Retail or Sales Vendors** if you are accepted as a vendor the following information **may** be required and must be submitted by deadline.

### ☐ **Insurance Requirements**

- **Vendors may be asked to provide a Certificate of Insurance naming the Town of Gilbert as an additional insured.** The insurance must meet the requirements of \$2,000,000 general aggregate and \$1,000,000 each occurrence. The following address should appear on the certificate: Town of Gilbert, 90 E Civic Center Drive, Gilbert, AZ, 85296. Certificates should be mailed or faxed to (480)503-6204 with the initial vendor application.

### ☐ **Gilbert Business License #** \_\_\_\_\_

- Retail vendors are required to have a Gilbert Business License #. If you're a business selling product and your business is located any place other than Gilbert, you will need a One-Day Transient Business License. To obtain a One-Day Transient Business License Application please contact the Development Services Department at (480) 503-6700 or visit the website at: <http://www.gilbertaz.gov/departments/economic-development/business-registration-and-licensing>

## **RETURN APPLICATION TO:**

**Mail:** Gilbert Parks and Recreation Department/Special Events  
90 E. Civic Center Drive, Gilbert AZ 85296  
**Fax:** (480) 503-6204 **Email:** [Dina.Lopez@gilbertaz.gov](mailto:Dina.Lopez@gilbertaz.gov)